

Executive Office of Health and Human Services
Division of Health Care Finance and Policy

**A DHCFP-INET Web Application User Guide to:
Adult Day Health Cost Report**

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Revision History

Date	Version	Description	Author
Nov 3, 2005	1.0	Initial version	C. Kane
June 26, 2005	1.1	Revised for 2008	C. Kane

I. User Guide Overview

This is a basic guide to filing the **Adult Day Health Cost Report** using the Division of Health Care Finance and Policy's INET Web application.

A. Introduction

Beginning with the November 2005 file submission, the Division has deployed a web application for collecting Adult Day Health Cost Reports electronically. Filers will connect to this web application through the Division's "INET" web site at: <https://dhcfpinet.hcf.state.ma.us/>. The INET site currently has several active production applications used by providers such as Hospitals and Nursing Facilities to submit various clinical and financial data.

B. Step by Step Process

The following describes all the necessary steps to complete and successfully submit your annual report electronically:

1. Register your Users for INET.

You will typically need to register the **User** who will enter the data and submit the annual report. Once processed by the Division, the registered user will receive a Login ID via email.

2. Assemble all required information for your annual report submission.

This would be the same process as required to fill out and file the paper copy of the Adult Day Health Cost Report.

3. Login to INET <https://dhcfpinet.hcf.state.ma.us/>, using the Login ID provided to you by the Division in Step 1.

a. Select menu option: **Adult Day Health Cost Report**

b. Start a new annual report filing:

- Select “**Filing**” and then “**New**” in the left side pane
- Enter your Contact information into the form presented, and then save by clicking on the blue “**Save**” button.

You have now created a new filing. Click on Filing again in the left hand Navigation pane and note that now you see all the different sections of the cost report are available to select.

Agency Information
Schedule A
Schedule B
Etc...

- Enter data items - You may enter data in sequence or select the section you want to go to directly by clicking on the link in the navigation pane.
- Save - You may **save** at any point and come back later to complete your filing.
- **CAUTION - Inactivity for 20 minutes will cause the Internet session to Time-Out, and you will lose any unsaved data!**

4. As each section of the Adult Day report is completed, you may click on the “**Error Check**” button, which will just check for errors or completeness in the Schedule in which you are working. Again, remember to **save** as you complete sections.

5. **Submit** the cost report.

Your report is not ***filed*** until you have successfully ***submitted*** your data.

Once you have entered all the report details, for all required Schedules, you are ready to submit your information to the Division. Click on the “**Submit ADH Report**” link in the left Navigation pane. A request to submit automatically runs a full set of edit checks for the entire Adult Day Health report. If the filing passes all the required error checks, you will be presented a screen where you can sign

the report (Certification by Provider). Once the document is signed, the file is considered submitted to the Division.

Please note that submitting may require cycling through the process more than once until there are no more errors. If there are any data omissions or mathematical inconsistencies, these problems will be displayed. To submit successfully you must first correct all the problems listed, and then submit again. Do this until all errors are cleared.

Upon successful submission and signing, you will see the following message on the Web form:

Congratulations! Your report is now officially submitted, and no longer editable. A PDF version is generated and stored in the system for the record.

You are strongly urged to view and print the PDF for your own record by Clicking the link below: View submitted report's PDF version.

Note: The Cost Report is now officially filed, and the data is frozen. It can no longer be modified unless enabled by DHCFP staff. (See section C. Reopen Request)

6. Generate Reports

Each individual Schedule may be printed by going to the desired Schedule page (by means of clicking the link on left side navigation pane) and then clicking the PDF button in the floating toolbar.

To print the entire report at any time, select the PDF All link found in the left side navigation pane.

Please note that the PDF generated may also be saved as a file for future reference without having to go out to INET. We suggest that you save the PDF version of the Adult Day Cost report for your personal records after you have successfully submitted.

C. Reopen Requests

After a web application submission has been completed and closed a user may recognize that adjustments or corrections are needed. Using the web application users must create a “**reopen request** “. Reopen requests will be reviewed and either approved or rejected by internal DHCFP staff. To help ensure timely review, an email notification is automatically generated and sent to the appropriate Division staff within 4 hours of the request. The reopen request option is a visible link on left side navigation pane, after you have selected the submitted Cost report that you wish to reopen.

D. Frequently Asked Questions

- Q1. How do I sign up for access to the Division's Web site?
A1. Call Helpdesk **1-800-609-7232** to get a copy of a New *User Agreement* form. Fill out the form and FAX with a cover page to:

Ms. Shelley Fortier at (617) 727-7662

An advance call to Ms. Fortier at (617) 988-3121 would be greatly appreciated.

- Q2. What if I forget my password?
A2. Call Helpdesk **1-800-609-7232** and they will reset your password to “!hcf123!”
- Q3. I have questions concerning the content of the Adult Day Health Cost Report, or how to enter it into the Web application.
A3. Call Don Durivan at 617-988-3186.
- Q4. Is **INET** available outside the normal business hours?
A4. Yes. There are scheduled windows of routine maintenance time between 5:00AM and 8:00AM daily - that may affect availability. Other than that and unanticipated outages, the site is available 24 hrs a day and seven days a week. DHCFP staff, however, are not here during all hours.

II. User Guide Screen Shots

Section II presents screen shots from the Division of Health Care Finance and Policy's INET Web site. They should be used along with section "I. User Guide Overview", as a basic guide to filing the Adult Day Health Cost Report using the INET Web application.

A. Login Screens

A.1 Login to the DHCFP-INET Web Site

Use <https://dhcfpinet.hcf.state.ma.us/> to access the DHCFP-INET Login page

Mass.gov Division of Health Care Finance and Policy

DHCFP-INET
Login for Registered Users

Massachusetts Division of Health Care Finance and Policy
2 Boylston Street
Boston, MA
02116-4737
617 988-3100

The Division of Health Care Finance and Policy has created this site to facilitate the transfer of information between the Division and the health care providers of the Commonwealth. This is a subscription site and requires providers to register with the Division prior to using this site.

If you are a registered user of this site, you can login now.

Enter your User ID

Enter your Password

CONTINUE

If you are not a registered user of this site, you can find out how to register

Enter Your User ID – assigned by HCF when you register as a user.

Enter Your Password – determined by you.

Click on the “Continue” button.

Forgot your password? Call the following number at HCF:

1-800-609-7232 General Helpdesk

Note that questions concerning the content of the Adult Day Health Cost Report may be directed to Don Durivan at 617-988-3186.

A.2 Select the application you wish to run.

The list of applications presented to you on the Main Menu depends on which applications you specifically are registered for in INET. To file the Adult Day Health Cost Report, click on the following link:

Click on the “[Adult Day Health](#)” link.

Massachusetts Division
of Health Care Finance
and Policy
2 Boylston Street
Boston, MA
02116-4737
617 988-3100

Facility: Massachusetts Division of Health Care Finance and OrgID = 3644	City: Boston
Facility ID: 3644	DPH #:

Click here

Welcome Chris Kane. Select an option from the list below.

- [Upload Files To DHCFP/Download Files From DHCFP](#)
- [View/Edit Quarterly Bed Capacity Statements](#)
- [CHC Payment Form](#)
- [Monthly Surcharge Payment Report](#)
- [Adult Day Health](#)
- [Administrative Functions](#)

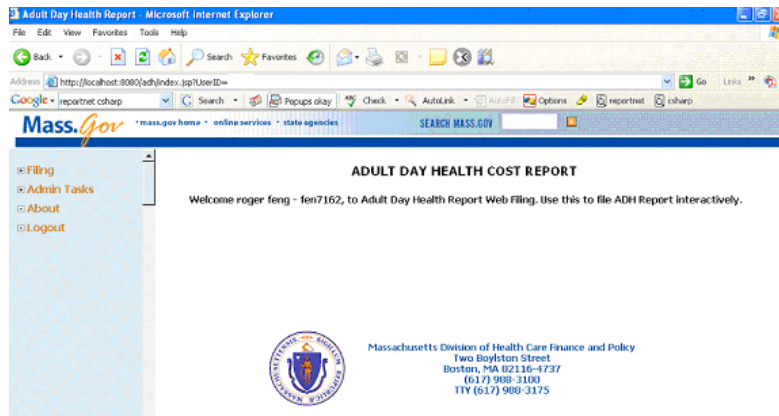
Clicking on this link brings you to the Adult Day Health Cost Report web application.

The menu options you see above are specific to you. Only those applications that you are signed up for in INET will be displayed here. For example you may see only the “Adult Day Health Cost Report” option, or many links as displayed above.

B. Reporting Data

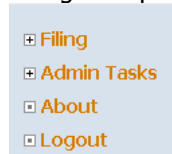
B.1 All reporting functions can be selected from the Main page.

This is the Adult Day Health Cost Report web application's landing page.



Functions are listed down the left side “**navigation pane**”. Click on the itemized links in the navigation pane to select the function you want:

Navigation pane



Clicking on **Filing** allows you to enter a New Cost Report, or Select an existing Cost Report filing.

After clicking on this link, note the expanded options “New ADH” and Existing ADH”. The first time you login for a specific year you will select “*New ADH*” to create a new filing. Once created and saved the first time, you will subsequently select “*Existing ADH*”. Once you select an “*Existing ADH*”, there will be additional options available in the navigation pane to select a specific schedule.

At times you may need to select your facility name from a drop down box. This is necessary because some users may be registered filers for more than one facility.

B.2 Creating a new ADH Cost Report.

Following step “3.b” in the “I. User Guide Overview section B. Step by Step Process” select **Filing** and then **New ADH** from the navigation pane options.

Clicking on “New ADH” results in the following screen:

ADULT DAY HEALTH REPORT

ADH Affiliation

Please select FY for the report: 2008

Please select an ADH from the options:

Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health

Create ADH

Then select the year and your facility name using the drop-down boxes provided.

In this example, the year “**2008**”, and “**Abigail Adams Alzheimer Center**” has been selected. Clicking on the “**Create ADH**” button will result in the creation of a new “2008 ADH cost report filing” for the *Abigail Adams Alzheimer Center*.

The next screen presents the **Agency Information** page of the cost report. Note that much information is already filled in – all you have to do is to indicate agreement or disagreement as to its accuracy. Clicking on the check box does this. Not checking it off indicates something is inaccurate, and the Division staff will call you to correct this information.

Organization:

Organization Name: Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health

Mailing Address: 440 Washington Street, Suite 2

City: Weymouth

State: MA

Zip Code: 02188

Is above information accurate: ☒

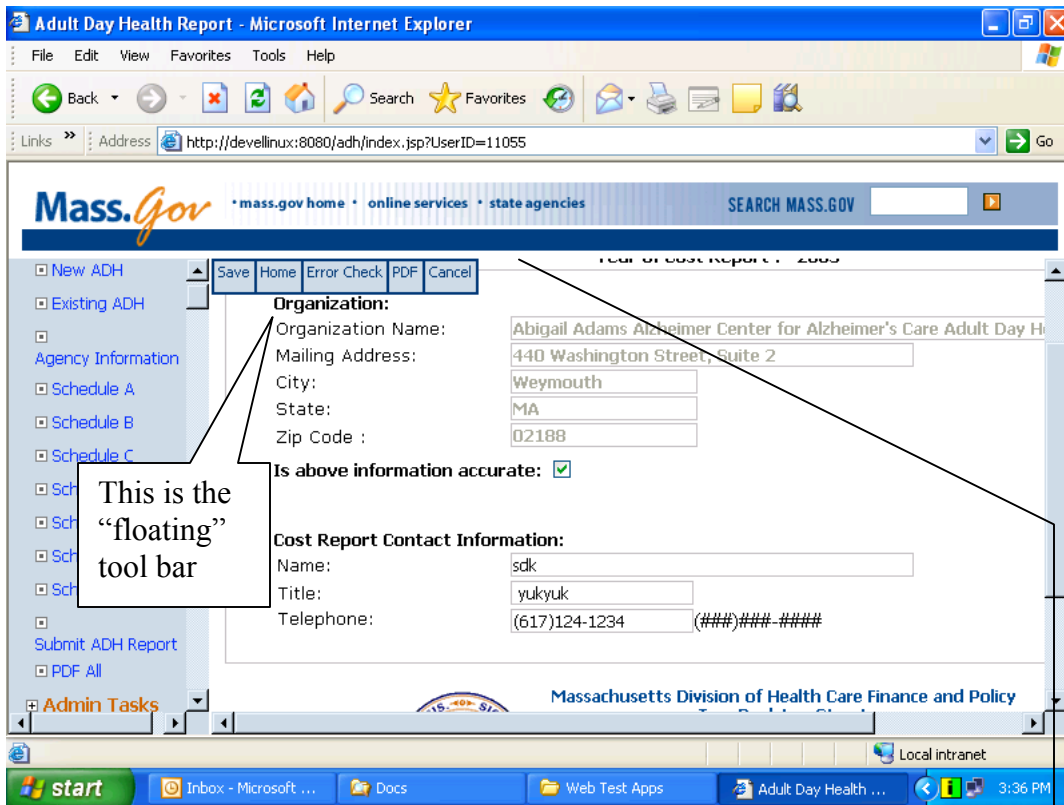
Contact Information:

Title: sdk

Email: yuliyuk

Telephone: (617)124-1234 (###)###-####

Click here to confirm facility information.



A floating tool bar always presents functional options at the top left corner of the form:

The floating tool bar

Click on these buttons to:

Save – at any time to save your input

Error Check – to check this page for completion

Home – go back to Main page

PDF – create a PDF document and Print this page

Cancel – leave this page without saving

Also note that now that you have created an instance of a new cost report, clicking on **Filing** in the Navigation pane gives you new options. Using the Navigation pane you can go directly to any **Schedule** on the ADH cost report to enter or modify data.



Click on these links to go directly to a schedule or to print a report.

B.3. Filling out the remainder of the Cost Report.

You have now created a new cost report filing. To fill out the rest of the cost report you may proceed sequentially through the schedules selecting them from the navigation pane. You can also go to any schedule in any order, but some schedule items are dependant on prior schedules being already filled out.

The following are representative screen shots of Schedules A and B.

The calendar control allows you to select dates in the proper format.

The screenshot shows the 'ADULT DAY HEALTH (Schedule A) - GENERAL INFORMATION' form for 'Colonial Adult Day Health' for the 'Year of Cost Report : 2005'. A navigation pane on the left lists options: New ADH, Existing ADH, Agency Information, Schedule A (selected), Schedule B, Schedule C, Schedule D, Schedule E, Schedule F, Schedule G, Submit ADH Report, PDF All, and Admin Tasks. The main form area contains four sections: 1. Reporting Period (with date pickers for 'From' and 'To'), 2. Please describe the Adult Day Health center's financial and legal relationship with any organization with which it is affiliated (with checkboxes for Free Standing, Nursing Home Affiliated, Hospital Affiliated, and Multi-Service Agency Affiliated), 3. Proprietary / Non-Profit (with checkboxes), and 4. Program types (or types of clients) your organization offers or serves; check each that applies (with checkboxes for Basic Adult Day, Complex Adult Day, HPPS, Social Day, and Dementia-specific). Below section 4 is a 'Program Type' field with an 'Add Other List' button.

Schedule B features tab controls that allow navigation within the schedule to the different section of the schedule.

Below - the Operations Information tab has been selected.

The screenshot shows the 'ADULT DAY HEALTH (Schedule B)' form for 'Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health' for the 'Year of Cost Report : 2008'. The navigation pane on the left is the same as in the previous screenshot. The main form area has two tabs: 'Patient Census Information' and 'Operations Information' (selected). The 'Operations Information' section contains two questions: 1. What number of hours per week represents a full-time position in your agency? (ex. 40 hours, 37.5, etc.). The hours per year box will fill automatically with the yearly hours total after you have entered your data. The input box contains '2' and the label 'Hours per Week' is to the right. 2. What are your hours of service? Please specify days open and the hours open for each day of the week. Enter time in hh:mm am or pm format. The input box contains '104' and the label 'Hours per Year' is to the right. Below question 2, there is a 'Monday' label and a 'From' to 'To' time range selector.

Important Note – the small “x” to the right of a data entry box indicates that you cannot enter data into that “cell”. In the above section – all the cells are derived from previously entered data items, within the cost report.


To complete data entry for the entire cost report, proceed to each schedule and enter all relevant information:

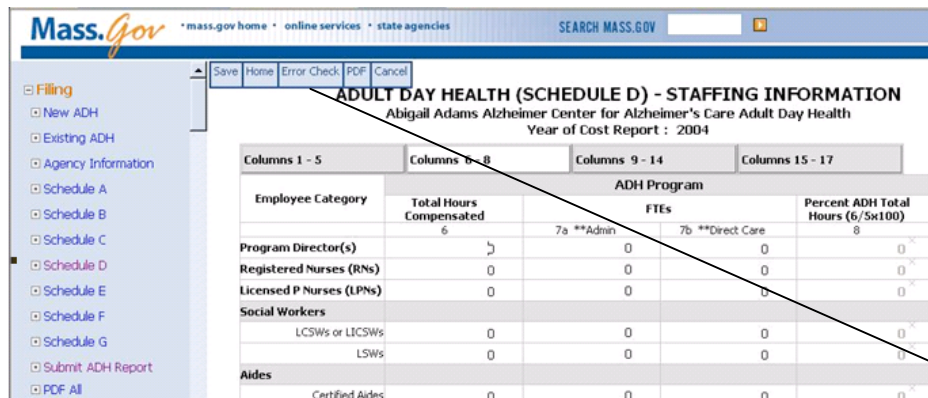
Enter all required information into the cells on each form.

A shaded cell indicates that no information is required.

A cell with an “x” in the upper right hand corner indicates that this is a calculated cell and therefore the user cannot enter data into that cell.

Blank cells are treated as Zero.

When you are finished with each Schedule, you should **Save** , and then run an **Error Check** to make sure you have met all the required criteria.

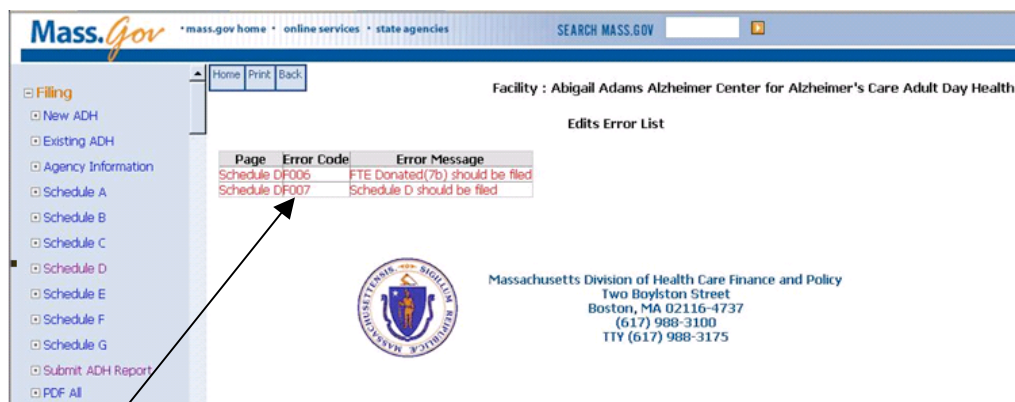


ADULT DAY HEALTH (SCHEDULE D) - STAFFING INFORMATION
Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health
Year of Cost Report : 2004

Columns 1 - 5	Columns 6 - 8	Columns 9 - 14	Columns 15 - 17	
Employee Category	Total Hours Compensated 6	ADH Program FTEs		Percent ADH Total Hours (6/5x100) 8
		7a **Admin	7b **Direct Care	
Program Director(s)		0	0	0
Registered Nurses (RNs)	0	0	0	0
Licensed P Nurses (LPNs)	0	0	0	0
Social Workers				
LCSWs or LICSWs	0	0	0	0
LSWs	0	0	0	0
Aides				
Certified Aides	0	0	0	0

You may choose to run **Error Check** when finished with a Schedule. This will check errors within the current Schedule you are working on **only**. You can save and come back at any time.

If there is missing information, or data that is inconsistent (such as details that don't add up to the summary total) you will get a list of Errors detected as shown in the screen shot below:



Facility : Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health

Edits Error List

Page	Error Code	Error Message
Schedule DF006		FTE Donated(7b) should be filed
Schedule DF007		Schedule D should be filed

Massachusetts Division of Health Care Finance and Policy
Two Boylston Street
Boston, MA 02116-4737
(617) 988-3100
TTY (617) 988-3175

Error codes that start with “F” indicate a critical (Fail) error that must be corrected before the filing will be accepted. The following is a representative list of ADH edits that validate a cost report before it can be submitted:

Error	Schedule	Error Message
F001	Agency Info	Contact name should be provided
W001	Agency Info	Contact telephone is not provided
F002	A	Reporting Period Begin Date is missing
F003	A	Reporting Period End Date is missing
F004	A	Reporting Period End Date is not after Begin Date
F005	B	At least One Level ADH should be filed
F006	D	FTE Donated(7b) should be filed
F007	D	Schedule D should be filed
F008	E	Schedule E should be filed
F009	G	Direct Third Party Revenues should be filed
F010	B	Number of hours per week should be greater than 0
F011	D	Itemized data does not sum up to the total
F012	D	FTEs should be reported when Total Hours compensated(column 6) is greater than 0
F013	D	Total Hours compensated should be reported when FTEs are reported
F014	B	If Total Census Counts for the Year is greater than 0, Total Days of Operation for the Year should be greater than 0
F015	B	If Total Days of Operation for the Year is greater than 0, Total Census Counts for the Year should be greater than 0

A Final Reminder to SAVE Frequently - It is recommended to save at least after each Schedule is completed. Also remember that inactivity for 20 minutes will result in a session timeout that will result in loss of data entered after the last SAVE.

C. Submitting the Cost Report

Once you have entered and SAVED all the Schedules, and have successfully cleared all errors resulting from “Error Check”, you are now ready to Submit your Cost Report to the Division.

In the Submission process you will be asked to sign the document, to affirm the accuracy of your filing. You will see the name of the authorized submitter is auto-filled. The name is based on the person who is logged in to the Web application. Clicking on the “Submitter’s acknowledgement” checkbox (step 2 below) constitutes signing.

Once you have successfully signed the document, the cost report will be read-only from that point on. To make the cost report editable again once it’s been signed will require submitting a reopen request to HCF (See section D. Reopen request).

(1) In the navigation pane - click on “**Submit ADH Report**”.

Adult Day Health Report - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Links Address

Mass.gov • mass.gov home • online services • state agencies SEARCH MASS.GOV

Submit Home PDF Cancel

ADH Name: Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health Month: 01/01/2005

ACCURACY OF REPORT

CERTIFICATION BY PROVIDER

I declare and affirm under the penalties of perjury that this report has been examined by me, and to the best of my knowledge and belief, is a true and correct statement. This payment reporting form is subject to audit and verification by the Division of Health Care Finance and Policy.

Signature of authorized Submitter: roger feng - fen7162 - 11055

Date of Submission (MO/DA/YR): 10/31/2005

By checking the box below I hereby certify that I am authorized by the provider to submit this information.

Submitter's acknowledgement: ☐

Then Click on the Submit button

Done

start Inbox - Mic... Docs Web Test A... Adult Day H... Document1 ... Local intranet 3:37 PM

(2) Click here to place a “check” which acknowledges your authorization of the information provided on this filing. (3) Click on the Submit button (floating tool bar) to complete the file submission process.

Upon submission, the application double-checks all Schedules to assure integrity of reported information, and where applicable, that all required information has been completed. If there are no errors found – you will see displayed the following screen that acknowledges that your cost report filing is now officially submitted. The screen shot below shows a successful submission:



You have now successfully submitted your cost report. As suggested, you should print a “PDF” version of the submission. The cost report will be received and recorded as submitted by HCF on this same day.

D. Reopen Request

Once a cost report has been signed it is rendered un-editable. If for any reason you wish to revise a cost report after that point you must make a request to HCF using the INET application to have the file submission “reopened”. This process is described in the following sections. Once a cost report is signed, a new option **Reopen Request** appears under the Filing option in the Navigation pane below:

Follow Steps 1 to 3 below:

The screenshot shows a Microsoft Internet Explorer window titled "Adult Day Health Report - Microsoft Internet Explorer". The browser's address bar shows "mass.gov home • online services • state agencies". The "Filing" menu is open, showing options: "New ADH", "Existing ADH", "Agency Information", "Schedule A", "Schedule B", "Schedule C", "Schedule D", "Schedule E", "Schedule F", "Schedule G", "Reopen Request", "PDF All", "Admin Tasks", and "About". The "Reopen Request" option is highlighted. A text box is present with the text "One schedule has incorrect numbers - decimal point misplaced." and a "SAVE" button is visible. The page title is "ADULT DAY HEALTH - AGENCY INFORMATION" and the subtitle is "Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health". The "Year of Cost Report" is "01/01/2005". The page also includes the "Massachusetts Division of Health Care Finance and Policy" logo and address: "Two Boylston Street, Boston, MA 02116-4737".

(2) You will be required to type in a brief explanation (in the Textbox) as to why you want to reopen the submission. (3) Then click the **SAVE** button.

The **SAVE** button activates the request to reopen your submission for editing. The Division will receive an email within 24hours and respond to this request as soon as possible

After you have requested to reopen a submission – you will see the request and the status of the request listed as shown below when you click on the [Reopen Request](#) link.

The screenshot shows a web browser window titled "Adult Day Health Report - Microsoft Internet Explorer". The browser's address bar shows "http://devellinux:8080/adh/menus.jsp#". The page features a "Mass.gov" header with navigation links for "mass.gov home", "online services", and "state agencies", along with a "SEARCH MASS.GOV" box. A left sidebar contains a "Filing" menu with options: "New ADH", "Existing ADH", "Agency Information", "Schedule A", "Schedule B", "Schedule C", "Schedule D", "Schedule E", "Schedule F", "Schedule G", "Reopen Request", "PDF All", "Admin Tasks", and "About". The main content area is titled "ADULT DAY HEALTH - AGENCY INFORMATION" and "Abigail Adams Alzheimer Center for Alzheimer's Care Adult Day Health", with a "Year of Cost Report : 01/01/2005". Below this, a section titled "Pending Reopen Request" contains a table:

Request Date	Request Reason
10/31/2005 15:45:54	One schedule has incorrect numbers - decimal point misplaced.

Below the table is the "Massachusetts Division of Health Care Finance and Policy" contact information, including the address "Two Boylston Street, Boston, MA 02116-4737", phone numbers "(617) 988-3100" and "TTY (617) 988-3175", and names of state officials: "Mitt Romney, Governor; Kerry Healey, Lt. Governor", "Ronald Preston, Secretary, Executive Office of Health and Human Services", and "Paul J. Cote, Jr., Commissioner". The bottom of the browser window shows a taskbar with icons for "start", "Inbox - Micr...", "Docs", "Web Test A...", "Adult Day H...", "Document1 ...", and a system clock showing "3:47 PM".

Pending Reopen Request: As the Division has the right to accept or reject the request to reopen, the Division will contact you to discuss this matter before taking any action. If the request is accepted, the submission is reopened for edit and the cost report must be resigned and resubmitted after modifications are made. PDF versions of both the original and revised submissions will be saved.